Task VI:

Nutrition Education Plan

Module A:

Basic Information about the NEP

Table of Contents

Overview

Introduction

This module will help you understand the WIC <u>Nutrition Education Plan (NEP)</u>. It will cover basic information about nutrition education contacts.

It is NOT a substitute for ISIS training. During ISIS training you will also learn how to access and document nutrition education contacts and schedule appointments.

Learning Objectives

After completing this module the Nutrition Assistant will be able to:

- describe the types of <u>nutrition education contacts</u>* for each participant category;
- access nutrition education contacts in ISIS;
- document nutrition education contacts in ISIS;
- modify a participant's nutrition education plan; and
- schedule appointments in ISIS.

** Words that you may not know are **underlined**. Definitions for these words can be found in the **Glossary** at the end of the module. (Note: Words are only underlined the first few times they appear in the text.)*

Nutrition Education

Definition

Nutrition education is:
- individual or group education sessions and
- the sharing of information and educational materials.

Goals

The goals of nutrition education are to help participants and their families:
- improve their health status,
- understand the strong relationship between nutrition and health,
- improve their food choices and eating habits by showing them how to use WIC foods and other healthy foods, and
- prevent nutrition-related health problems.

Methods

There are 3 ways that participants may get nutrition education. These are:
- individual sessions,
- self-paced instruction (such as pamphlets and/or handouts), or
- group sessions or classes.

Nutrition Education Plan

Definition	The <u>Nutrition Education Plan</u> (NEP) is the individualized schedule of when and what type of nutrition education a participant will be offered during his/her certification period.

Contents of the NEP

The Nutrition Education Plan contains information about:
- the participant and
- the "what and when" of each appointment.

Nutrition Education Contacts Master Plan

A <u>Nutrition Education Contacts Master Plan</u> is the schedule of nutrition education offered by a local agency for each category of participant. Each Master Plan lists the months in which nutrition education contacts may be scheduled. The last month or next to last month of all Master Plans end in either a recertification or disqualification.

Each local agency sets up a Nutrition Education Contacts Master Plan in ISIS for each category of participant. After the local agency has set up these plans, a Master NEP will automatically appear in ISIS for each participant.

Modifying the NEP

There will be times when you will need to modify a participant's NEP.

For example, you may need to modify the NEP if the participant:
- is a formula-fed infant and the master plan is for breastfeeding infants,
- has missed an appointment,
- delivered her baby at a time other than the Estimated Date of Delivery (EDD), or
- has another family member in WIC.

Nutrition Education Contacts

Definition

Each nutrition education session is called a <u>nutrition education contact</u>.

Examples

A nutrition education contact may be:
- an enrollment appointment,
- a recertification appointment,
- a trimester assessment,
- a postpartum appointment,
- a mid-certification assessment,
- a group education session (class), or
- an individual education session.

Requirement

WIC participants or the parents/guardians of WIC participants must be offered **at least 2** nutrition education sessions during each certification period.

Alternates or proxies are encouraged to attend nutrition education sessions for participants. (Check to see what your agency's policy is regarding nutrition education sessions for alternates or proxies.)

Types of Nutrition Education Contacts

The type and number of nutrition education contacts each participant receives depends on her/his category and risk level.

Chart of Nutrition Education Contacts

The chart on the next page shows the type of nutrition education contact(s) required for each category and some examples of topics discussed in these sessions.

Nutrition Education Contacts (continued)

Types of Nutrition Education Contacts & Sample Topics Discussed by Category

Category	Type of Appointment	Sample Topics Discussed
Pregnant Woman	• enrollment assessment • trimester assessments	• prenatal nutrition • breastfeeding promotion
Breastfeeding Woman	• enrollment assessment • recertification assessment • secondary nutrition education contact	• breastfeeding support • postpartum nutrition
Non-Breastfeeding Woman	• enrollment assessment • recertification assessment • secondary nutrition education contact	• postpartum nutrition
Infant	• enrollment assessment • mid-certification assessment • secondary nutrition education contact	• breastfeeding review/support • introduction to solids • introducing the cup
Children	• enrollment assessment • recertification assessment • secondary nutrition education contact	• baby bottle tooth decay • bottle weaning • "picky" eaters

Viewing Nutrition Education Contacts in ISIS

Two Options

You may need to view a family's nutrition education contacts. You can view currently enrolled family member's:
- **past** nutrition education contacts or
- nutrition education contacts for the **current** and **future** certification period.

Past Nutrition Education Contacts

You will use the *Browse Nutrition Education History* screen in ISIS to view **past** nutrition education contacts for the currently enrolled family members.

***Browse Nutrition Education History* Screen**

The *Browse Nutrition Education History* screen lists the family name and family ID and the dates of all currently enrolled family members' nutrition education contacts. For each nutrition education contact date, the following information is listed:
- individual family member's name,
- individual family member's date of birth,
- contact description,
- status (if participant received nutrition education or refused),
- date education was given, and
- staff person who documented education contact.

Viewing Nutrition Education Contacts in ISIS (continued)

Current & Future Nutrition Education Contacts

You may use the:
- *Prepare Nutrition Education Contacts Plan,*
- *Document and Schedule Nutrition Education Contacts, or*
- *Browse Nutrition Education Contacts Plan*

screens in ISIS to view all family members' plans for nutrition education contacts during **current** and **future** (if recertified early) certification periods.

You will probably use the *Prepare Nutrition Education Contacts Plan* and the *Document and Schedule Nutrition Education Contacts* screens most often. (You will probably not use the *Browse Nutrition Education Contacts Plan* screen unless you are responsible for appointment scheduling.)

Nutrition Education Contacts Plan **Screens**

The Nutrition Education Contacts Plan screens list the family name and ID and each individual family member's:
- name,
- category,
- Estimated Date of Delivery (EDD) for pregnant participants,
- most recent value for hemoglobin or hematocrit, whichever is lowest (H&H),
- date of birth (DOB),
- name of program, if participant receives nutrition education from another program (NON-WIC ED),
- month/year for each nutrition education contact, and
- code for each type of nutrition education contact.

Documenting Nutrition Education Contacts in ISIS

***Document and Schedule Nutrition Education* Contacts Screen**

You will use the *Document and Schedule Nutrition Education Contacts* screen in ISIS to document nutrition education.

You will also use this screen to choose which type of nutrition education contact to schedule for the next appointment.

The chart on the next page describes the information found on this screen in more detail.

continued on next page

Documenting Nutrition Education Contacts in ISIS (continued)

Document and Schedule Nutrition Education Contacts Screen

ISIS Data Element	Description
FAMILY NAME	Family name
FAMILY ID	Family identification number
CAT/EDD/H&H	Category (CAT)/Estimated Date of Delivery (EDD) for pregnant participants/ Date & most recent value for hemoglobin or hematocrit (H&H), whichever is lowest
DOB	Date of birth
NON-WIC ED	Name of program if participant receives nutrition education from another program
F/U EDUC	Type of staff to provide nutrition education (D=RD; C=CPA; G=Class)
3-letter month 4-digit year	Month & year for each nutrition education contact
Lines	Lines show each person's certification period & nutrition education code(s)
Codes	Types of nutrition education contacts

How to Document Nutrition Education Contacts

To document nutrition education contacts, use the chart on the next page to guide you.

Find out how your agency documents nutrition education contacts. Not all agencies do this the same way.

Documenting Nutrition Education Contacts (continued)

How to Document Nutrition Education Contacts

If the Nutrition Education contact:	Then on the documentation line:
was completed	enter "y" for yes
was offered, but refused	enter "r" for refused
was coded as a "V" for food instruments only (no nutrition education was given)	enter nothing (leave it blank)

Scheduling Appointments

***Schedule Appointment* Screen**

You will use the *Schedule Appointment* screen in ISIS to:
- schedule,
- view, or
- change an appointment.

Content of the *Schedule Appointment* Screen

The *Schedule Appointment* screen lists:

- family name,
- family ID number,
- preferred language,
- clinic number,
- start date,
- time,
- appointment type,
- appointment language,
- appointment scheduled, and
- list of available appointments.

The chart on the next page describes the *Schedule Appointment* screen in more detail.

Scheduling Appointments (continued)

Schedule Appointment Screen

ISIS Data Element	Description
FAM NAME	Family name
ID	Family identification number
PREF LANG	Family's preferred language
CLINIC	Number of the site where the family currently receives WIC services
START DATE	The first date that staff search for an appointment type
TIME	Time of day preferred. (A=AM, P=PM, B=Both)
APPT TYPE	Type of appointment; the types of appointments are set up by the local agency
APPT LANGUAGE	Appointments available in the preferred language of the applicant/participant. (If no appointments are available in that language & it is not a group type appointment, appointments available in English are listed.)
APPT SCHEDULED	Information about the appointment: • date • start time • type • length of appointment in minutes • location
DATE, DAY, TIME, MINUTES, TYPE, LANGUAGE, #APPTS	Information on appointments available, based on the appointment type and language requested

Scheduling Appointments (continued)

How to Schedule Appointments

To schedule an appointment use the chart below to guide you.

Scheduling Appointments

Step	Procedure
1	Access the *Appointment Schedule* screen in ISIS through the: • Applicant Screening menu, • Appointment menu, or • Nutrition Education menu.
2	View the Appointment List.
3	Choose the appointment date. Place the cursor next to the appointment you want and press F5 (Select). The appointment information will be displayed.
4	If you need to get information about the appointment date that you are interested in, place the cursor next to the appointment date and press F2 (Appt Detail). Appointment Detail shows more detail for a time range. Place the cursor next to the appointment time you want and press enter.
5	Press F11 (Done).

Scheduling Appointments (continued)

**Learning
Activities
1, 2 & 3**

To learn more about how your local agency documents nutrition education contacts, schedules appointments, and modifies the NEP you may want to try **Learning Activities 1, 2, and 3** found at the end of this module.

Summary

Nutrition Education	Nutrition education is individual or group education sessions and the giving of information and educational materials.

Goals of Nutrition Education

The goals of nutrition education are to help participants and their families:
- improve their health status,
- understand the strong relationship between nutrition and health,
- improve their food choices and eating habits by showing them how to use WIC foods and other healthy foods, and
- prevent nutrition-related health problems.

Nutrition Education Plan

The Nutrition Education Plan (NEP) is the schedule of when and what type of nutrition education a participant will be offered during his/her certification period.

Nutrition Education Contact

Each nutrition education session is called a nutrition education contact. The type and number of nutrition education contacts each participant receives depends on her/his category and risk level.

Viewing Nutrition Education Contacts in ISIS

You may view currently enrolled family member's **past** nutrition education contacts in the *Browse Nutrition Education History* screen. You may view nutrition education contacts for the **current** or **future** certification period in the *Prepare Nutrition Education Contacts Plan, Document and Schedule Nutrition Education Contacts, or Browse Nutrition Education Contacts Plan* screens.

Summary (continued)

Documenting Nutrition Education Contacts in ISIS

Use the *Document and Schedule Nutrition Education Contacts* screen in ISIS to document nutrition education.

Scheduling Appointments in ISIS

Use the *Schedule Appointment* screen in ISIS to:
- schedule,
- view, or
- change an appointment.

Glossary

case study- A case study is a description of a person or situation that is studied to decide the best plan of action.

nutrition education- Nutrition education is individual or group education sessions and the sharing of information and educational materials.

nutrition education contact- Each nutrition education session is called a nutrition education contact.

Nutrition Education Contacts Master Plan- A Nutrition Education Contacts Master Plan is the schedule of nutrition education offered by a local agency for each category of participant.

Nutrition Education Plan (NEP)- The Nutrition Education Plan (NEP) is the individualized schedule of when and what type of nutrition education a participant will be offered during his/her certification period.

role play- A role play is when 2 or more people act out a scene as though it was "real life". "Props" such as baby dolls or food models are not needed but may be helpful.

Progress Check

1. Mark the following as "TRUE" or "FALSE".

    _____ A goal of nutrition education is to help participants understand the relationship between proper nutrition and good health.

    _____ Nutrition education helps WIC participants make healthy food choices.

    _____ The main focus of nutrition education is to help participants start exercising.

    _____ Group sessions are the only way that participants get nutrition education.

    _____ WIC participants or the parents/guardians of WIC participants must be offered **at least 1** nutrition education session during each certification period.

2. For each category in the chart below write in the types of nutrition education contacts required.

Category	Type of Nutrition Education Contact
Pregnant Woman	
Breastfeeding Woman	
Non-Breastfeeding Woman	
Infant	
Children	

Progress Check (continued)

3. Match the ISIS screen with its description.

ISIS Screen	**Description**

_____ Browse Nutrition
Education History

A. Used to schedule, view, or change appointments.

_____ Prepare Nutrition
Education Contacts
Plan

B. Used to document nutrition education contacts.

_____ Document &
Schedule Nutrition
Education Contacts

C. Used to view **past** nutrition education contacts.

_____ Schedule
Appointment

D. Usually used to view nutrition education contacts for **current** and **future** certification period.

4. A Nutrition Education Plan (NEP) contains information about the

_____ and the "what and when" of each _____.

Learning Activities

The following activities are included and are recommended for interactive learning:

- Learning Activity 1: Documenting Nutrition Education Contacts
    & Scheduling Appointments
- Learning Activity 2: Case Studies
- Learning Activity 3: Role Plays

Activity 1: Documenting Nutrition Education Contacts & Scheduling Appointments

Learning Objectives

After completing this activity, the Nutrition Assistant will be able to:

- explain how her/his local agency documents nutrition education contacts and
- explain how her/his local agency schedules appointments.

Instructions

1. Have your mentor or supervisor explain how your agency documents nutrition education contacts and schedules appointments.

2. Obtain a list of abbreviations or codes that your agency uses for documenting nutrition education contacts.

3. Have your mentor or supervisor arrange for you to observe several nutrition education sessions for each of the participant categories.

4. Observe the staff person as s/he:
   - documents the nutrition education contacts and
   - schedules future appointments.

5. How does your agency document enrollment? WIC orientation? that a participant went to a class on breastfeeding? …that a participant got information about anemia? That a participant had 2 nutrition education contacts at one appointment? Write your notes on the form on the next page.

Activity 1: Documenting Nutrition Education Contacts & Scheduling Appointments

Notes:

Activity 2: Case Studies

Learning Objectives   After completing this activity, the Nutrition Assistant will be able to:

- access a participant's nutrition education history,
- document that a participant received nutrition education and selected a nutrition goal;
- modify a participant's NEP; and
- schedule the participant's return appointment.

Background   This activity is NOT a substitute for ISIS training. You will want to go through ISIS training to fully understand how to access records, document nutrition education contacts, modify the NEP, and schedule a return appointment.

Instructions

1. Ask your supervisor or mentor for copies of your agency's Nutrition Education Contact Master Plans. Ask her/him to explain how these are used in your agency.

2. Read each of the 3 case studies on the following pages.

3. Describe what you would do for each case study. (If possible, use an ISIS terminal that is set up for simulations.)

4. Talk to your supervisor or mentor if you need help.

5. When you are finished, discuss your responses with your supervisor or mentor.

Activity 2: Case Studies

Case Study 1:

Cindy Ying is 25 years old. She is 18 weeks pregnant with her second child. (Her first child is now 6 years old.)

Height: 62 inches

Current Weight: 145 pounds (before pregnancy-135 pounds)

Hematocrit: 36%.

Cindy's dietary recall showed the following servings:
- 9 for breads & cereals,
- 2 for protein,
- 2 for milk,
- 2 for vegetables,
- 4 for fruit, and
- 5 glasses of water.

During the session you tell her that she is eligible for WIC. You compare her diet with the recommended daily intake and show her what changes she can make. You also discuss with her the need for iron rich foods and how she can increase the amount of iron in her diet. You encourage her to select a nutrition goal. You schedule her to return in 1 month to attend a group session on good nutrition during pregnancy.

Activity 2: Case Studies

Case Study 1:

What would you do?
Describe how you would:
- access this participant's nutrition education history in ISIS,
- document in ISIS that the participant received nutrition education,
- modify the participant's NEP, and
- schedule the participant's next appointment.

Activity 2: Case Studies

Case Study 2:

Rosa Garcia was enrolled at WIC 3 months ago. She had her baby 3 weeks before her Estimated Date of Delivery (EDD). She is currently breastfeeding. She takes walks sometimes but does not exercise regularly.

You recertify her as a breastfeeding woman. She is concerned about how much weight she gained during her pregnancy.

Height: 62 inches

Current Weight: 155 pounds (before pregnancy-105 pounds)

Current Hematocrit: 37% (at enrollment 30%)

Rosa's dietary recall showed the following servings:
- 12 for breads & cereals,
- 5 for protein,
- 7 for milk,
- 6 for fruits & vegetables, but none were a good source of Vitamin A,
- 3 regular sodas, and
- 2 candy bars.

During the session you discuss low fat food choices, eliminating empty calories, and increasing her activity level. You encourage her to select a nutrition goal.

Activity 2: Case Studies

Case Study 2:

What would you do?
Describe how you would:
- access this participant's nutrition education history in ISIS,
- document in ISIS that the participant received nutrition education,
- modify the participant's NEP, and
- schedule the participant's next appointment.

Activity 2: Case Studies

Case Study 3:

Jason Dillon is 15 months old and in the 55th percentile for weight/height. At the last certification appointment Jason was underweight for his height.

Jason's mother tells you that he is drinking from a bottle and does not usually eat the beans and other protein foods that she offers him. He has been tired and cranky lately.

Jason's dietary recall showed the following servings:
- 3 for breads & cereals,
- 1 for protein,
- 10 for milk, and
- 3 for fruits & vegetables (2 of which were fruit juice).

During the session you tell Jason's mother that he is eligible for WIC. You also discuss with her the need for taking him off the bottle and drinking less milk so he will eat other foods. You schedule the next appointment, a class on toddler nutrition, in 2 months.

Activity 2: Case Studies

Case Study 3:

What would you do?
Describe how you would:
- access this participant's nutrition education history in ISIS,
- document in ISIS that the participant received nutrition education,
- modify the participant's NEP, and
- schedule the participant's next appointment.

Activity 3: Role Plays

Learning Objectives   After completing this activity the Nutrition Assistant will be able to:

- review nutrition education plan history when needed,
- document nutrition education contacts, and
- schedule appointments.

Background   A role play is a scenario in which 2 or more people act out a scene as though it was "real life". Props are not needed but may be helpful.

Instructions

1. Ask your mentor, supervisor, or a co-worker to role play any 2 of the 4 participant roles (A-D) described on the following page.

2. Using the information and skills you have learned in this module, act out the role of a WIC Nutrition Assistant in a session with each of the 2 participants. (If possible, use an ISIS terminal that is set up for simulations.)

3. <u>Mentor/Supervisor/Co-Worker</u>: Using the role plays as your guide, act out the role of the participant. Provide any information that would help the Nutrition Assistant learn about NEPs. Try to be as realistic as possible.

4. After each session, ask your co-worker to tell you what s/he noticed. Make sure to ask for your strengths as well as weaknesses.

Activity 4: Role Plays

4 Participants

Role Play A LaTrisha Jones is a 17-year old pregnant teen. This is her first appointment. She is eligible for WIC. She tells you that she eats out a lot---mainly at fast food restaurants...

Role Play B Juanita Hernandez has been on WIC since her daughter was 3 months old. She came to all her appointments since that time. Juanita told staff at her last appointment that her daughter who is now 18 months old is still drinking from a bottle. She is attending a group session on baby bottle tooth decay today...

Role Play C May Nguyen is a breastfeeding woman who is being recertified. She missed her last appointment...

Role Play D Joyce Wade is a non-breastfeeding mother of a 2-month old. She also has a 2-year old son. They are all eligible for WIC. This is her first appointment...

Progress Check Answers

1. Mark the following as "TRUE" or "FALSE".

   TRUE   A goal of nutrition education is to help participants understand the relationship between proper nutrition and good health.

   TRUE   Nutrition education helps WIC participants make healthy food choices.

   FALSE   The main focus of nutrition education is to help participants start exercising.

   FALSE   Group sessions are the only way that participants get nutrition education.

   FALSE   WIC participants or the parents/guardians of WIC participants must be offered **at least 1** nutrition education session during each certification period.

2. For each category in the chart below write in the types of nutrition education contacts required.

Category	Type of Nutrition Education Contact
Pregnant Woman	• **_enrollment assessment_** • **_trimester assessments_**
Breastfeeding Woman	• **_enrollment assessment_** • **_recertification assessment_** • **_secondary nutrition education contact_**
Non-Breastfeeding Woman	• **_enrollment assessment_** • **_recertification assessment_** • **_secondary nutrition education contact_**
Infant	• **_enrollment assessment_** • **_mid-certification assessment_** • **_secondary nutrition education contact_**
Children	• **_enrollment assessment_** • **_recertification assessment_** • **_secondary nutrition education contact_**

Progress Check Answers (continued)

3. Match the ISIS screen with its description.

	ISIS Screen	**Description**
C	Browse Nutrition Education History	A. Used to schedule, view, or change appointments.
D	Prepare Nutrition Education Contacts Plan	B. Used to document nutrition education contacts.
B	Document & Schedule Nutrition Education Contacts	C. Used to view **past** nutrition education contacts.
A	Schedule Appointment	D. Usually used to view nutrition education contacts for **current** and **future** certification period.

4. A Nutrition Education Plan (NEP) contains information about the

participant and the "what and when" of each **_appointment_** .